



**Illinois Department
of Transportation**

Notice of Vacancy

IPR# 42117

DATE: August 10, 2017

TITLE: Office Coordinator, Opt 2
OFFICE: Region 1/District 1/Bureau of Local Roads and Streets
CONTRACT: AFSCME – RC014

*** INTERESTED EMPLOYEES MUST SUBMIT A BID FOR THE ABOVE POSITION.**

BRIEF DESCRIPTION OF DUTIES: Under direction of the Program and Office Engineer, performs a wide variety of difficult and complex technical secretarial and office support functions. Serves as clerical support for the Federal-Aid Unit and the Field Engineering Section.

TRAINING & EXPERIENCE: Opt 2 requires the ability to type 30 wpm. Requires knowledge, skill and maturity equivalent of two years of secretarial college or completion of high school and two years related office experience.

UNIT: Program and Office
LOCATION: 201 W. Center Ct, Schaumburg, IL
SHIFT: 8:00 A.M. – 4:15 P.M. (45 minute lunch) Monday-Friday, OFF Saturday-Sunday
PAY GRADE: RC014-9
SALARY RANGE: \$3,027 - \$4,223
CONTACT PERSON: Denise Hamilton, Bureau of Personnel Management, 217/782-5594
**SUBMIT BID TO: Illinois Department of Transportation, Bureau of Personnel Management,
Room 113, 2300 S. Dirksen Pkwy, Springfield, IL 62764
Fax: 217/557-3134 or Email to: DOT.CO.BPM.EmploymentApplications@illinois.gov**

BIDS MUST BE RECEIVED BY: 4:30 p.m. on Thursday, August 24, 2017

POSTED FROM: August 11, 2017

TO: August 24, 2017

***Agency-to-Agency Transfer:** In accordance with Article XIX, Section 7 of AFSCME collective bargaining agreement, employees desiring to transfer to the same position classification, an equal or lower position in a classification in which an employee was previously certified, or a position lower in the series for which h/she is qualified, in a different work location shall file a request for transfer form.

***In addition, to the bid form, if bidding for a position in a higher classification, bidder must file a CMS-100B Promotional Examination Application with the Department of Central Management Services and complete a Performance Test, if required.**